

**NOTICE OF MEETING**  
**LONG BEACH CIVIL SERVICE COMMISSION**

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, APRIL 22, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

**A G E N D A**

1. **MINUTES** - Regular Meeting of April 15, 2009
2. **REQUEST FOR PERMANENT ASSIGNMENT TO AVOID LAYOFF** – Vilma Mendoza, Clerk III, Financial Management to Accounting Clerk III, Public Works
  - a. Communication from Suzanne Mason, Director of Human Resources
  - b. Staff report prepared by Diane Dzodin, Administrative Officer
3. **REQUEST TO REAPPOINT RESIGNED EMPLOYEE** – Aaron Gonzalez, Electrician, Public Works
  - a. Communication from Cynthia Stafford, Personnel Services Officer, Public Works
  - b. Staff report prepared by Deborah McCluster, Personnel Analyst
4. **REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE** – Angela Ta, Acting Financial Services Officer to Senior Accountant, Long Beach Gas & Oil
  - a. Communication from Christopher Garner, Director of Long Beach Gas and Oil
  - b. Communication from Angela Ta, Acting Financial Services Officer, Gas & Oil
  - c. Staff report prepared by Sal Ambriz, Personnel Analyst
5. **REQUEST TO EXTEND PROBATION** – Diana Hohman-Aguir, Police Sergeant
  - a. Communication from Anthony Batts, Chief of Police
  - b. Staff report prepared by Lourdes Ferrer, Personnel Analyst
6. **REVISION TO ORDER OF LAYOFF** – (March 25, 2009 Agenda)  
Staff report prepared by Diane Dzodin, Administrative Officer
7. **ORDER OF LAYOFF**
  - a. Communication from Patrick West, City Manager
  - b. Staff report prepared by Diane Dzodin, Administrative Officer
8. **BULLETIN** – Construction Inspector
9. **EXAMINATION RESULTS**  
Animal Health Technician  
Office Automation Analyst  
Office Systems Analyst
10. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**  
Deputy Chief Harbor Engineer  
Traffic Engineer (4/30/08)

11. **TRANSFERS**

Astrid Mota/Maintenance Assistant I/Public Works to Maintenance Assistant I/Airport  
Rickie Thomas/Community Services Supervisor/Health to Community Services Supervisor  
Parks

12. **SETTLEMENT AGREEMENT AND WITHDRAWAL OF APPEAL (Case #24-D-78)**

Communication from Victor Manrique, Attorney at Law

13. **MANAGERS' REPORT**

14. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

**NO HEARING**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**

**LONG BEACH CIVIL SERVICE COMMISSION**  
**JEANNE KARATSU, PRESIDENT**  
**APRIL 15, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, April 15, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Deborah McCluster, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Jeanne Karatsu presided.**

**MINUTES:** It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of April 8, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the minutes of the special meeting of April 8, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST FOR ORDER OF LAYOFF:** The Secretary presented a communication from Patrick H. West, City Manager, requesting an Order of Layoff. The Secretary informed the Commission that at their direction staff would prepare the Order of Layoff. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried to refer the Order of Layoff to staff to prepare the Order of Layoff. The motion carried by a unanimous roll call vote.

**REVISION TO ORDER OF LAYOFF  
(3/25/08 Agenda):**

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer, requesting Commission approval of a revision to the Order of Layoff, which was approved by the Commission on March 25, 2009. Ms. Dzodin briefed the Commission regarding this request. Ken Walker, Manager, Personnel Operations, Human Resources, addressed the Commission regarding this item. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried to approve the revision to the Order of Layoff and forward it to the City Manager. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:**

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Building Maintenance Engineer – 41 Applied, 4 Qualified  
Business Systems Specialist – 102 Applied, 60 Qualified  
Water Treatment Operator – 5 Applied, 2 Qualified

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Haubert, seconded by Commissioner Islas and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Electrical Engineer  
Hazardous Materials Specialist  
Plumber  
Police Officer - Lateral

**RETIREMENTS:**

It was moved by Commissioner Islas, seconded by Commissioner Saafir and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Keith Carter/Police Officer/Police  
Michael Martinez/Vector Control Specialist I/Health

**RESIGNATIONS:**

It was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Michael D'Antonio/Welder/Water  
Dartney Carrasco/Community Development Analyst I  
Community Development

**SCHEDULE FOR HEARINGS:**

It was moved by Commissioner Islas, seconded by Commissioner Saafir and carried that the following hearing schedule be approved. The motion carried by a unanimous roll call vote.

Suspension Hearing 31-S-78, May 27, 2009  
Dismissal Hearing 30-D-78, June 17 & 24, 2009  
Dismissal Hearing 01-D-89, July 15 & 22, 2009

**MANAGERS' REPORT:**

Diane Dzodin, Administrative Officer, informed the Commission that staff attended the funeral services for former Civil Service staff member Christopher Daclan.

Melinda George, Deputy Director, informed the Commission that some staff members attended a tribute for City Employees for Chris on Wednesday, April 8, 2009, which was very well attended by City employees. She also stated that staff is preparing to administer two large Civil Service examinations, Special Services Officer and Event Coordinator.

The Secretary informed the Commission that the request to amend Civil Service Rules and Regulations, Section 115 has been submitted to the City Council and will be on the April 21, 2009, City Council Agenda.

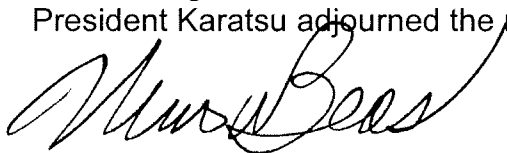
**ELECTION OF COMMISSION OFFICERS:**

President Karatsu opened the nominations for the office of President, pursuant to Section 110 of the Civil Service Rules and Regulations. It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried to nominate Commissioner Islas for the office of President. President Karatsu closed the nomination for President. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried to elect Commissioner Islas to the office of President. Commissioner Islas was elected President by a unanimous roll call vote. President Karatsu congratulated newly elected President Islas. President Karatsu congratulated Commissioner Infelise.

President Karatsu then opened the nominations for the office of Vice President. It was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried to nominate Commissioner Infelise for the office of Vice President. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried to elect Commissioner Infelise as Vice President. Commissioner Infelise was elected Vice President by a unanimous vote.

**ADJOURNMENT:**

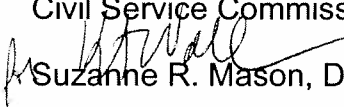
There being no further business before the Commission, President Karatsu adjourned the meeting.

A handwritten signature in black ink, appearing to read 'Mario R. Beas', written in a cursive style.

MARIO R. BEAS  
Secretary

MRB:meh



**Date:** April 15, 2009  
**To:** Civil Service Commission  
**From:**  Suzanne R. Mason, Director of Human Resources  
**Subject:** Request to Permanently Assign In-Lieu of Layoff Vilma Mendoza to the Position of Accounting Clerk III

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As you know, the City has been faced with mid-year budget reductions to the adopted 2009 annual budget. Ms. Mendoza is currently a Clerk III in the Department of Financial Management and is affected by the layoff process. A vacant Accounting Clerk III position in the Department of Public Works was identified for which Ms. Mendoza was interviewed and selected.


In accordance with Article VI, Section 67(5) and 64, the Department of Human Resources is requesting your approval to permanently assign in-lieu of layoff Ms. Mendoza to the position of Accounting Clerk III in the Department of Public Works. Personnel Requisition Number PW08-89 was submitted and approved by Civil Service.

Please do not hesitate to contact me at 570-6140, or Ken Walker, Manager, Personnel Operations, at 570-6243 if you or your staff requires any further information regarding this request.

SRM:mme

1 **DATE:** April 22, 2009

2 **TO:** Civil Service Commission

3 **FROM:**  Diane Dzodin, Administrative Officer

4 **SUBJECT: REQUEST FOR PERMANENT ASSIGNMENT TO AVOID LAYOFF –**  
5 **VILMA MENDOZA**

6 Correspondence has been received from Suzanne R. Mason, Director of Human  
7 Resources, requesting Commission action to permanently assign and transfer Vilma  
8 Mendoza, Clerk, Financial Management Department, to the classification of Accounting  
9 Clerk in the Public Works Department. Staff recommends approval of the request in  
10 accordance with Sections 67(5) and 64 of the Civil Service Rules and Regulations.

11  
12 On March 25, 2009, the Civil Service Commission approved the Order of Layoff for  
13 staffing reductions in the Health and Human Services Department. The classification  
14 of Clerk was included in the Order of Layoff and Ms. Mendoza was identified as being  
15 an impacted employee. Because Ms. Mendoza did not have prior permanent status in  
16 any other classification, it was specified that she be laid off and placed on a priority list.

17  
18 Personnel Requisition PW08-89 for an Accounting Clerk vacancy in the Public Works  
19 Department is on file in the Civil Service Department. The Public Works Department  
20 considered Ms. Mendoza for this position and believes she can successfully perform  
21 the necessary duties. Although Ms. Mendoza did attain permanent status (passed  
22 probation) as a Clerk, she will be required to complete a probationary period in her new  
23 classification of Accounting Clerk. In accordance with Section 97 of the Civil Service  
24 Rules and Regulations, Ms. Mendoza will continue to be placed on a priority list for the  
25 Clerk classification.

Civil Service Department and Human Resources Department staff will respond to questions from the Commission.



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2009 APR 17 AM 9:34

CIVIL SERVICE DEPT.

*Cynthia A. Stafford*

**Date:** April 15, 2009  
**To:** Civil Service Commission  
**From:** Cynthia A. Stafford, Personnel Services Officer, Department of Public Works  
**Subject:** REAPPOINTMENT OF RESIGNED EMPLOYEE – AARON GONZALEZ

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The Department of Public Works is requesting Civil Service Commission consent to reappoint resigned employee Aaron Gonzalez, to the classification of Electrician, in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Mr. Gonzalez was hired as an Electrician in the Department of Public Works on February 20, 2001 and acquired permanent status in the classification on September 1, 2001. He resigned from his position as an Electrician, in good standing, on January 23, 2009.

The Public Service Bureau has two budgeted Electrician vacancies in the Facilities Management Division. Should the Commission approve this request, the Department intends to use approved requisition 08-01 to reappoint Mr. Gonzalez.

Mr. Gonzalez has been advised that if he is reappointed, he will be required to serve a new probationary period.

If you have any questions, please contact me at (562) 570-4686.

1150 W. 25<sup>th</sup> Street  
San Pedro, CA 90731

April 14, 2009

City of Long Beach  
Personnel Department  
333 W. Ocean Blvd.  
Long Beach, CA 90731

To Whom It May Concern:

I am requesting reinstatement to my former position of Electrician with the City of Long Beach. I held this position from February 2001 to January 2009 and I would very much appreciate being able to join the Public Service Department again and continue my career with Long Beach.

Sincerely,

A handwritten signature in black ink, appearing to read "Aaron Gonzalez", written in a cursive style.

Aaron Gonzalez

1 **DATE:** April 22, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Deborah W. McCluster, Personnel Analyst *DW McCluster*

4 **SUBJECT:** **REQUEST TO REAPPOINT RESIGNED EMPLOYEE – AARON GONZALEZ**

5  
6 Correspondence has been received from Cynthia Stafford, Personnel Services Officer, Public  
7 Works Department, requesting Civil Service Commission approval to reappoint Mr. Aaron  
8 Gonzalez to his former classification of Electrician. Staff has reviewed this request and  
9 recommends that the Civil Service Commission approve the request in accordance with Article  
10 V, Section 45 of the Civil Service Rules and Regulations.

11 **Facts for Consideration:**

- 12
- 13 • Requisition # 08-01 for one budgeted Electrician position in the Public Works Department -  
14 Public Service Bureau has been received in the Civil Service Department. There is no  
15 existing priority list for this classification.
  - 16 • Mr. Gonzalez was appointed as an Electrician in the Public Works Department on February  
17 20, 2001 and subsequently obtained permanent status on September 1, 2001. Mr.  
18 Gonzalez resigned from his position in good standing on January 23, 2009.
  - 19 • Mr. Gonzalez has been informed of the terms and conditions of his reappointment and is  
20 aware that he must serve a new probationary period as stipulated in Section 45 of the Civil  
21 Service Rules and Regulations.
  - 22 • Staff has informed the Public Works Department that this request is on today's agenda and  
23 a representative will be available to respond to any questions from the Commission.

24 **DWM**

25 Reappointment – Gonzalez 4/22/09



DEPARTMENT

RECEIVED

2009 APR 15 AM 11:15

CIVIL SERVICE DEPT.

M E M O R A N D U M

Working Together To Serve

Agenda Item No. 4

Date: April 22, 2009

To: Civil Service Commission

From: Christopher J. Garner, Director of Long Beach Gas and Oil *YLT for CJG 4/15/09*Subject: **REQUEST TO REVERT TO CLASSIFIED SERVICE- ANGELA TA**

The Long Beach Gas and Oil Department (LBGO) respectfully requests the Commission's approval to revert Angela Ta, Acting Financial Services Officer, back to her previous classified position of Senior Accountant.

Ms. Angela Ta is an acting unclassified management employee who has requested to be returned to her former classification as a Senior Accountant. Attached is a letter from Ms. Ta requesting reversion to the Senior Accountant classification. LBGO has submitted requisition GO 09-19 for this reversion.

If your or your staff require any further information or have any questions regarding this request, please contact Leslie Horikawa-Thiede, Manager, Business Operations, at 8-2002.

Thank you in advance for your consideration of this request.

CJG:LHT:jf

Attachment

cc: Leslie Horikawa-Thiede, Manager, Business Operations



April 22, 2009

Long Beach Civil Service Commission  
333 West Ocean Blvd., 7<sup>th</sup> Floor  
Long Beach, CA 90802

SUBJECT: REQUEST TO REVERT TO CLASSIFIED SERVICE

Dear Commission Members:

Pursuant to Section 69 of the Civil Service Rules and Regulations, the Commission's approval is respectfully requested to permit me to revert to my previous held classified position of Senior Accountant effective April 25, 2009.

On August 16, 2008, I was promoted to an Acting Financial Services Officer position in the Long Beach Gas & Oil (LBGO) Department. I understood that promotion was temporary and for a period of approximately six (6) to nine (9) months. The purpose of the temporary appointment was for education, training and growth opportunities.

Further, it was understood that once my temporary "rotation assignment" concluded, the training opportunity would be given to another employee in the same classification for a like time period and opportunity. However, due to department reorganization, LBGO Department will merge its Gas Accounting with Oil Accounting division under the supervision of Oil Properties' Administrative Officer, Lennie Arazo.

I will be available at the April 22, 2009 Commission meeting should the Commission have any questions. Thank you in advance for your attention to this request.

Sincerely,

Angela Ta

1 **DATE:** April 22, 2009  
2 **TO:** Civil Service Commission  
3 **FROM:** Sal Ambriz, Personnel Analyst *sa*  
4 **SUBJECT:** **REQUEST TO TRANSFER FROM UNCLASSIFIED SERVICE TO**  
5 **CLASSIFIED SERVICE – ANGELA TA, ACTING FINANCIAL MANAGER**

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6 Civil Service has received a request from Christopher J. Garner, Director of Long Beach  
7 Gas and Oil, requesting approval to revert Angela Ta, from her current unclassified  
8 position of Acting Financial Services Officer, to her previous classified position of Senior  
9 Accountant. Staff has reviewed this request and recommends Commission approval in  
10 accordance with Section 69 of the Civil Service Rules and Regulations.

11 **Facts for Consideration:**

- 12 • Correspondence has been received from Angela Ta, Acting Financial Services  
13 Officer, requesting Civil Service Commission approval to revert (transfer) to her  
14 previously held classified position of Senior Accountant, effective April 25, 2009.
- 15 • Ms. Ta began her career with the City as an Accountant in the Gas and Oil  
16 Department on August 28, 1989. She became a Senior Accountant on March 3, 2007  
17 and subsequently obtained permanent status in this classification. On August 16,  
18 2008 she was promoted to an unclassified Acting Financial Services Officer position  
19 with the understanding that it was temporary for a period of six to nine months. This  
20 temporary appointment was for education, training and growth opportunities as stated  
21 in her correspondence.
- 22 • Personnel Requisition GO 09-19 for a Senior Accountant in the Gas and Oil  
23 Department is currently on file in the Civil Service Department and is available for Ms.  
24 Ta's placement.

25 Staff has informed the Gas and Oil Department staff and employee that this request will  
be on today's agenda.



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**Agenda Item No. 5**

2009 APR 17 AM 11:41

CIVIL SERVICE DEPT.

**Date:** April 15, 2009  
**To:** Civil Service Commission  
**From:** Anthony W. Batts, Chief of Police  
**Subject:** Request To Extend Probationary Period – Diana Hohman, Police Sergeant

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Civil Service Commission approval is requested to extend the probationary period for Diana Hohman, Police Sergeant, in accordance with Section 41(2) of the Civil Service Rules and Regulations.

Diana Hohman was promoted to Police Sergeant on November 1, 2008. Sergeant Hohman's scheduled probation period (1044 Hours) is anticipated to conclude on May 19, 2009.

Once promoted to sergeant, the customary training period is three consecutive weeks with a senior patrol sergeant. Upon completion of this training, the sergeant is deployed to work patrol unaccompanied.

Following Homan's promotion in November, she remained assigned in a staff position working out of the Office of the Chief of Police. She was not transferred to the Patrol Bureau until March 15, 2009. This did not provide sufficient time to allow Sergeant Hohman to train with a senior sergeant for the customary three to four uninterrupted weeks. Additionally, Sergeant Hohman has not been effectively evaluated as a patrol sergeant. She, as of April 15, 2009, completed her first uninterrupted month as a supervisor working in patrol and has not even received her first monthly probationary evaluation.

As a sergeant assigned to patrol Sergeant Hohman has the following responsibilities: police supervision, leadership, and management of Patrol Watch II. She assigns projects, identifies crime trends, develops strategies to decrease crime, addresses employee issues, maintains equipment, attends community meetings, manages COPS projects, develops and presents training, monitors overtime, and takes charge of complex crime scenes insuring quality resolution. She prepares completed staff work, provides testimony, reviews and makes recommendations relative to discipline. Upon completion of her probation, Sergeant Hohman could be called upon to assume the duties of the Watch II Lieutenant in his absence.

For this reason, it is requested an extension be granted to increase the probationary period for Sergeant Hohman for an additional 522-hours/90 days. This extension would allow the Police Department to provide additional training time and conduct further evaluation. Although we do not see any deficiencies in Sergeant Hohman's performance at this time, If afforded the opportunity, through the extended probation, Sergeant Hohman's supervisors could reasonably determine if there are any areas of deficiency and more importantly, Sergeant Hohman would have an opportunity to correct any deficiencies that may be found.

Request To Extend Probationary Period – Diana Hohman, Police Sergeant  
Civil Service Commission  
April 17, 2009  
Page 2

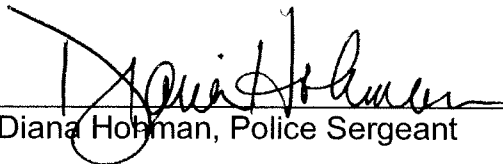
A representative of the Police Department will be present at the Civil Service Commission to respond to any questions.

**IT IS REQUESTED THAT THE CIVIL SERVICE COMMISSION:**

Authorize the extension of the probationary period of Diana Hohman, Police Sergeant, for a period of 90 days, in accordance with Section 41(2) of the Civil Service Rules and Regulations.


Should you have further questions, contact my Chief of Staff, Commander Cisneros or me on extension 87301.

All of the above concerns have been discussed with Sergeant Hohman. She has been made aware that there are not any current deficiencies in her performance and that she is progressing at a rate commensurate with her time in patrol. Her signature below indicates she is aware of the terms by which we are requesting the extension, the reasons for the request, and the duration of the extension request and she concurs with this extension request.

  
\_\_\_\_\_  
Diana Hohman, Police Sergeant

4.17.09  
Date

AWB:rmjlr  
Prob Ext

1 **DATE:** March 22, 2009  
2 **TO:** Civil Service Commission  
3 **FROM:** Lourdes Ferrer, Personnel Analyst   
4 **SUBJECT: REQUEST TO EXTEND PROBATION – DIANA HOHMAN-AGUIAR,**  
5 **POLICE SERGEANT**  
6

7 Correspondence has been received from Chief Anthony Batts, Long Beach Police  
8 Department, requesting Commission authorization to extend the probationary period of  
9 Diana Hohman-Aguiar, Police Sergeant, in accordance with Civil Service Rules and  
10 Regulations, Article 5, Section 41, Subsection 2.  
11

12 **Facts for Consideration:**

- 13 • On January 18, 1993, Ms. Hohman-Aguiar was hired from the Police Recruit eligible  
14 list by the Police Department. She was promoted to Police Officer on June 12, 1993  
15 and earned permanent status in that classification on July 22, 1994. Ms. Hohman-  
16 Aguiar was selected from the Police Sergeant eligible list on November 1, 2008 and  
17 has completed 809.50 probation hours of the required 1044 hours.
- 18 • Communication received from the Police Department indicates that Ms. Hohman-  
19 Aguiar's assignment to the Patrol Bureau as a Police Sergeant was delayed  
20 following her selection from the eligible list; as a result and through no fault of her  
21 own, she has not completed the necessary field time required of Sergeants during  
22 the probationary period.
- 23 • The Police Department requires that all new Police Sergeants be assigned to patrol  
24 duties. Additionally, participation in a three-week field-training program where they  
25 work under the guidance of patrol Lieutenants and senior field Sergeants to develop  
the necessary skills for the position is required.

- 1 • The Police Department requests that Ms. Hohman-Aguiar's probationary period be  
2 extended by 90 days (the equivalent of 522 scheduled hours) to allow for her to  
3 obtain the necessary field training experience, as is required.
- 4 • Article 5, Section 41, Subsection 2 of the Civil Service Rules and Regulations, allows  
5 an appointing authority to submit a written request to extend an employee's  
6 probationary period and written documentation that the employee has not  
7 demonstrated the ability to perform at an acceptable level during the first six-months  
8 terms of service. In turn, the Commission may, at its discretion, extend the  
9 probationary period to allow for the candidate to demonstrate job proficiency.
- 10 • In addition, Civil Service Commission Policy 1.01 B (1) indicates that acceptable  
11 rationale for extending probationary periods includes skill acquisition, for an instance  
12 where the probationary training program was insufficient because of lack of work,  
13 materials or other unforeseen physical limitation(s) of the job itself (not the  
14 employee).
- 15 • Based on the preceding information, staff recommends that the Civil Service  
16 Commission authorize an extension of 522 hours to the probation period for Ms.  
17 Diana Hohman-Aguiar, in accordance with Section 1.01 B (1) of the Civil Service  
18 Commission Policies and Article 5, Section 41, Subsection 2 of the Civil Service  
19 Rules and Regulations.
- 20 • Ms. Hohman-Aguiar has been contacted and advised of this request.

21  
22 Representatives from the Police Department will be present to respond to any  
23 questions from the Commission.  
24  
25

# CONSTRUCTION INSPECTOR

Job Number: 103

## SALARY RANGE:

Grades I - II: \$1,918.00 to \$2,879.76 Biweekly  
\$4,170.00 to \$6,261.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., April 24, 2009 through May 8, 2009. Completed applications and supplemental questionnaire must be received in the Civil Service Department by 4:30 p.m., May 8, 2009. Postmarks will not be accepted.**

**REQUIREMENTS TO FILE:** Four years experience in the supervision or inspection of street, road, bridge, or other public works or utility construction requiring a good knowledge of contract administration, safety requirements, earthwork, street and road conditions, shoring and underground construction, including pipeline and/or wharf construction, or closely related work. Two years of college coursework in a construction technology or civil engineering curriculum may be substituted for up to two years of required experience on a year-for-year basis (proof required)\*.

- Ability to effectively communicate both orally and in writing.
- Willingness to work weekends, nights, holidays and overtime as required.

Proof of a valid motor vehicle operator's license, including a current DMV driving record, is required at time of appointment and must be presented at the time of the selection interview.

If appointed to positions in the Gas & Oil or Water Departments, candidate must comply with the Anti-Drug Program as required by the Department of Transportation regulations.

**DESIRABLE QUALIFICATIONS:** ICC/CBO certifications in the areas of Pre-Stressed Concrete, Reinforced Concrete, Structural Steel and Masonry, and Combination Building for positions in the Harbor, Public Works, and Water Departments; experience in the natural gas industry, preferably pipeline construction for positions in the Gas & Oil Department; CWEA Certificate or California Department of Public Health Water Distribution Certificate in the Water Department; AWS certifications.

**Applications will not be processed until all required proofs are received. Required proofs such as diplomas, licenses or certificates, must be received in the Civil Service Department by 11:59 p.m., May 13, 2009.**

**EXAMPLES OF DUTIES:** Under general supervision, ensures that all work performed and materials provided by contractors and sub-contractors building construction projects for the City are in compliance with plans and specifications; drafts utility procedures; completes a variety of accounting and progress reports relating to contractor progress payments from the City; converses with the contractor at job site concerning discrepancies, for clarification and to communicate necessary information; provides information and assistance regarding entitlement and cost of change orders; coordinates project progress and change orders with construction/project engineer; deals with affected tenants and/or property owners regarding inconveniences or to answer questions; inspects asphalt, concrete, subgrade, and other materials; inspects steel reinforcing and concrete forms and authorizes concrete placement; inspects the laying, welding and fusing of underground oil, gas, water and sewer pipe, electrical conduit and cable, and telephone cable; inspects driveways, curbs, gutters, catch basins, man-holes, comfort stations, alleys, streets, storm drains, and sewers; inspects waterfront construction, including pile driving, dredging, foundation, structural steel erections and wharf construction; inspects railroad installations; ensures gas pipeline projects are completed in accordance with Department of Transportation regulations; inspects building renovations to public facilities including ADA, electrical, plumbing, mechanical, and heating ventilation and air conditioning (HVAC); and performs other related duties as required.

## EXAMINATION WEIGHTS:

Application and Supplemental Questionnaire.....Qualifying  
Occupational Written Test.....Qualifying  
(Battery-operated calculators permitted)  
Oral Examination.....100%  
A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of test results.

**The written examination will be scheduled shortly after the close of filing. If you have not received notification by May 20, 2009 contact the Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request at (562) 570-6202.